

18 August 1951

FUNCTIONS OF THE COVERT TRAINING ADVISORY COMMITTEE1. MISSION

a. To present all matters relevant to interior training problems such as guidance and training requirements (current and anticipated) within the covert training office, and

(1) to resolve such matters as practicable within the committee, or

(2) to prepare statements of matters incapable of being resolved within the committee for further action by the Joint Training Committee.

b. To inform committee members for further dissemination as appropriate of

(1) policies emanating within the office of the Assistant Director of Training (Covert) and

(2) announcements of policy and/or decisions reached by higher authority having a direct effect on interior problems.

2. MEMBERSHIPa. Permanent

Assistant Director of Training (Covert) - AD/TR(C)
Deputy Assistant Director of Training (Covert) - DAD/TR(C)
Representative from CSO
Representative from OPC

b. On-Call Members

Chief, Planning Staff, AD/TR(C)
Chiefs of Office of Training (Covert) Staffs and Branches

3. MEETINGS

Each Thursday at 9:30 a.m.

4. AGENDA

a. An agenda will be submitted by members of the committee to reach this office by 1200 on Wednesdays, this agenda to include:

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- (1) Subject to be discussed
- (2) The priority within an overall agenda
- (3) The estimated length of time for discussion
- (4) Whether the presence of on-call members is desired for the discussion

b. On-call members will submit items for the agenda in accordance with the foregoing. If there are no items of interest, a negative report need not be submitted.

c. Lacking an appropriate agenda, permanent members will be informed Wednesday afternoons of the cancellation of the scheduled meeting.

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SECRET